



**Seller's Contract to Close Checklist**  
Congratulations, you're under contract! Now what?

**Preliminary:**

- Review Signed Contract:** In Berkshire County, your contract likely provides for a three or five-day attorney review period from the date the contract is signed. Make sure I have a copy of the signed contract as soon as possible.
- Engagement Letter:** please review, sign and send the letter back to me. Let me know if you have any questions.
- Smoke Detector/Carbon Monoxide Detector Certificate:** You are responsible for providing a smoke/CO certificate issued by your fire department. Contact your fire department well in advance of closing (but no more than 60 days prior) to arrange for an inspection of the property. (If you have a real estate agent, they will typically take care of this for you).

**Mortgage Payoff:**

- Mortgage Payoff Authorization:** A Mortgage Payoff Authorization form is available on my website on the bottom of the "Sellers" page. Please fill it out, print it, *sign it*, and return it to me as soon as possible.
- Mortgage Statement(s):** send me a copy of your most recent mortgage statement(s).
- Make Last Payment(s):** make sure to make all mortgage payments on time until the date of the closing. If a payment is due close to the closing date, please make sure that the lender *receives* the payment at least seven days prior to closing.
- Terminate Automatic Withdrawal of Payments.**

**Adjustments:**

- Final Meter Reading:** schedule and obtain final readings for water, sewer and/or electricity, if town services.
- Oil Tank:** determine value of the oil remaining in the oil tank. If the buyers have requested you leave the tank full, make sure the oil company has filled the tank before the closing date.

- Taxes:** Property taxes will be allocated to each party as of the closing date.

### **The Week Before the Closing:**

- Schedule the Closing:** confirm the time and place of the closing with me at least 5 days prior to the closing date.
- Power of Attorney:** if you will not be present at the closing, I can attend the closing and sign documents on your behalf under a power of attorney. However, you *will still have to sign the deed yourself*. Make sure to sign and notarize the deed and send it back to me before the closing.
- Forward Mail to New Address**
- Transfer Utilities**

### **The Closing:**

- If Attending:**
  - Bring Government-Issued Photo ID
  - Bring Checkbook: in the event there are last minute changes that are not accounted for in the closing paperwork.
  - Bring House Keys, Garage Door Openers, Etc.
- If Not Attending:**
  - Power of Attorney: as mentioned above, we will execute a power of attorney granting me the right to represent you at the closing, which includes signing documents on your behalf.
  - Deed: I will email you a copy of the deed approximately a week before the closing to be signed and notarized.
  - Make sure your realtor or I have the house keys, garage door openers, etc.